



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2004

PHARMACY

C8E1XX TO C8E3XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Health Care Services Occupational Group and describes the field of pharmacy. Positions in this class series apply the principles, theories, and practices of pharmacy and may also apply auditing, inspection, and investigatory practices and techniques. By statutes CRS 12-22-101 et. seq., a license is required in this class series.

Pharmacists provide pharmaceutical services in state agencies' pharmacy operations or conduct pharmaceutical compliance and performance audits, inspections, and investigations. Pharmaceutical services include filling prescriptions or chart orders and dispensing drugs and pharmaceutical supplies; implementing and maintaining quality assurance standards and controlled substance security; providing drug/medication information to others; serving on health care and pharmacy committees; and, providing advice to supervisors and/or management for the development of pharmacy policies and procedures, drug protocols, and a drug formulary.

Pharmaceutical inspectors conduct pharmaceutical compliance and performance audits; inspect registered pharmaceutical outlets for compliance with relevant legal standards; investigate complaints and possible fraud; and conduct drug accountability audits of registered outlets. Compliance work includes recommending administrative disciplinary proceedings, reporting suspected criminal violations to law enforcement agencies, and testifying in legal proceedings.

Some pharmacists may work in security settings where the positions follow policies and procedures to ensure the safety of themselves and others.

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PHARMACY

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PHARMACY I

C8E1XX

CONCEPT OF CLASS

This class describes the fully operational level. Positions operate independently in performing the full range of professional tasks. Work requires the use of discretion and creativity within limits of theory and principles of the profession; management's program objectives; law and regulations; and, general systems and guidelines. Judgment is used in the adaptation and skilled application of guidelines to solve the full range of problems related to the assignment. An employee in this class must anticipate and analyze the impact and consequences of decisions made. Positions may serve as a resource to others or as a specialist in the professional field. Some assignments will not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines that may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- The purpose of contact with others outside the supervisory chain, regardless of the method of communication, is for the purpose of either of the following:

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Securing regulatory compliance by issuing/revoking licenses and persuading/training to correct problems where there is a formal law to rely on. Regardless of methods used to attempt to obtain compliance, legal authority to impose sanctions and penalties can ultimately be relied on.

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Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

PHARMACY II

C8E2XX

CONCEPT OF CLASS

This class describes the work leader, project leader, or staff authority. Work leaders exercise some control over the continual work product of others. Project leaders do so on an ongoing project basis where the projects are critical to the agency's mission and fundamental business operations. Staff authorities possess a unique level of knowledge and expertise in a professional field that is needed by the agency to support its overall mission. Agency management routinely relies on the essential consultation of the authority before deciding broad, critical program and policy direction. The consultation provided is accepted as fact and not refuted on its technical merit, even if management does not act on it for political or budgetary reasons. Staff authorities are authorized to take action and issue expert opinions that provide direction for further action by others. Authorities design strategy, systems, processes, guidelines, rules, and standards that are mission critical and directly impact the agency's ongoing operation and broad program or policy. Staff authority is delegated by agency management, beyond the immediate supervisor, and has direct influence and impact agency-wide, including clients. This class differs from Pharmacy I on Decision Making, Complexity and possibly on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in

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order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- The purpose of contact with others outside the supervisory chain, regardless of the method of communication, is for the purpose of either of the following:

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Securing regulatory compliance by issuing/revoking licensees and persuading/training to correct problems where there is a formal law to rely on. Regardless of methods used to attempt to obtain compliance, legal authority to impose sanctions and penalties can ultimately be relied on.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor, work leader, or staff authority. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The staff authority is a pacesetter who has a unique level of technical expertise in a field or profession that, as part of the ongoing permanent assignment, is critical to the success of an agency. It is an essential component of the work assignment that has been delegated by management to the position. This authority directly influences management decisions within an agency. For example, management relies on such a position when making decisions regarding the direction that policy or a program should take in the staff authority's field of expertise. Managers and peers recognize and seek this level of technical guidance and direction regarding the application of a program or system within the agency or to its clients.

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PHARMACY III

C8E3XX

CONCEPT OF CLASS

This class describes program supervision. Program supervisors manage the daily operation of a work unit. Positions determine the annual business plans that integrate with the agency's mission and goals, determine implementation policies and guidelines, develop budgets, establish staffing and directly control the work of others. Work involves directing the implementation of policies, rules, and regulations. This class differs from Pharmacy II on Decision Making and Line/Staff Authority, and possibly Purpose of Contact.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the highest management level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by others statewide. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations which cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager determines the systems, guidelines, and programs for the future.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- The purpose of contact with others outside the supervisory chain, regardless of the method of communication, is for the purpose of either of the following:

Securing regulatory compliance by issuing/revoking licenses and persuading/training to correct problems where there is a formal law to rely on. Regardless of methods used to attempt to obtain compliance, legal authority to impose sanctions and penalties can ultimately be relied on.

Authorizing medical treatment protocols followed by others in caring for patients.

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PHARMACY

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Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/04 (LLB). Changed pay grades. Published proposed 4/30/04.

Effective 7/1/01 (LLB). HCS Consolidation Study consolidated Pharmacy Inspector (C2G) and Pharmacist (C2H). Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

Effective 9/1/93 (KAS). Job Evaluation System Revision project. Converted Pharmacy Compliance Auditor (A8129) and Pharmaceutical Inspector (A7044-6) to (C2G). Converted Pharmacist (A5471,3,4) to Pharmacist (C2H). Abolished Pharmacist IV (A5476). Published as proposed 5/10/93.

Revised 7/1/89. Changed education and experience requirements for Pharmacist (A5471,3,4,6).

Created 7/1/86. Pharmaceutical Inspector (A7045-6).

Created 7/1/81. Created Pharmacy Compliance Auditor (A8129).

Created 1/1/75. Pharmacist (5547-6) and Pharmaceutical Inspector (A7044).

CLASS SERIES DESCRIPTION (Cont'd.)**PHARMACY****July 1, 2004****SUMMARY OF FACTOR RATINGS**

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Pharmacist I	Operational	Patterned	Advise, Secure	Indiv. Contributor
Pharmacist II	Process	Formulative	Advise, Secure	Indiv. Contributor, Work Leader, Staff Authority
Pharmacist III	Interpretive	Formulative	Secure, Authorize	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel & Administration